



## Administrative Policies and Procedures: 16.21

<b>Subject:</b>	<b>DCS Employees as Resource Parents</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	DCS 2-103 A, 2-104 A, 2-305, 6-502 A, 6-503 A, 6-505 b
<b>Application:</b>	DCS Employees

### Policy Statement:

Department of Children's Services (DCS) employees may apply to become resource parents, however if approved, they will be only allowed placements that do not create a conflict of interest. DCS Employees cannot serve as resource parents for a DCS private provider. Employee applicants must complete all the requirements outlined in DCS Policy [16.4, Resource Home Approval](#) and must maintain a separation of their role as a resource parent and a DCS employee.

### Purpose:

DCS has an obligation to build a pool of approved resource homes. The department recognizes it may have viable placement resources within the ranks of its staff and does not wish to reduce its pool of potential candidates by excluding staff members who wish to extend their service to children/youth and at the same time must provide safeguards to prevent conflicts of interest. The department believes that individuals working in the child welfare system tend to have a particular interest in serving children and families and encourages employees to apply.

### Procedures:

<b>A. Application</b>	If a DCS employee wishes to apply to become a resource parent; he or she should make application in their own county of residence. The PSD Division will immediately refer the home study of the employee to the agency or agencies contracted with the State of Tennessee for the provision of this service (i.e. AGAPE).
<b>B. Training and approval</b>	1. Any DCS employee that applies to become a resource parent must meet all the requirements and attend all training as outlined in <a href="#">DCS Policy 16.4.</a>

requirements of employee resource parent applicants	<p><a href="#">Resource Home Approval.</a></p> <ol style="list-style-type: none"> <li>The agency or agencies contracted with the State of Tennessee for the provision of this service (i.e. AGAPE) will also be able to document in the home study the ability of the employee to maintain a separation of the role as a Resource Parent and an employee and manage the responsibility of both roles. This can be accomplished through the interview process with supervisor of employee.</li> <li>The training requirements can be met through the consortium or the agency or agencies contracted with the State of Tennessee for the provision of this service.</li> <li>The home study will be completed by the agency or agencies contracted with the State of Tennessee for the provision of this service. Recommendations for approval/denial will be submitted to DCS for final approval for DCS homes. The DCS Placement Services Division will ensure that home studies meet all requirements in <a href="#">DCS Policy 16.4., Resource Home Approvals.</a></li> </ol>
<b>C. Permitted Placement types</b>	<ol style="list-style-type: none"> <li>Employees who are approved as resource parents will be allowed placements that do not create a conflict of interest.</li> <li>After approval, the DCS employee Resource Home will be allowed the following placement types without additional authorization: <ol style="list-style-type: none"> <li>A child related to the family,</li> <li>A child who has been previously placed in the home.</li> </ol> </li> </ol> <p>Any other placement types will require written approval of an external reviewer. The Regional Administrator must submit these specialized placement requests to the Deputy Commissioner of the Department of Children's Services or his or her designee who will send for an external review. The specialized placement requests must come with a written explanation of the situation and the relationship of the child and the potential placement resource on form <b>CS-0763 - <u>Permission to Place DCS Child in DCS Employee Resource Home.</u></b></p>
<b>D. Resource Home Documentation and Maintenance</b>	<ol style="list-style-type: none"> <li>Once approved, the home will be managed by a worker in a county other than his or her own work county.</li> <li>All approved resource parents (employees) will follow the same policies and procedures regardless of employment status.</li> </ol>

<b>Forms:</b>	<a href="#"><u>CS- 0688- Resource Family Application For Parenting</u></a> <a href="#"><u>CS- 0763 - Permission to Place DCS Child in DCS Employee Resource Home</u></a>
<b>Collateral Documents:</b>	None